

July 17, 2003

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
July 17, 2003

I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LA SALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD JUNE 19, 2003

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD JUNE 19, 2003?

IV. MOTION TO GO INTO EXECUTIVE SESSION

WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?

V. RECONVENE MEETING

VI. APPEALS TERMINATED WITHOUT DECISION

Listed below for the record is a summary of appeals in which termination was achieved by action other than formal decision by the Commission. All records pertaining to the appeals are a matter of record in the Commission files.

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Michael J. Brown	Senior Public Service Administrator	Office of Banks & Real Estate

Request for hearing filed: January 27, 2003

RESULTS: Stipulation filed with the Commission on June 11, 2003. Case closed by letter dated June 11, 2003.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?

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VI. APPEALS TERMINATED WITHOUT DECISION (continued)

Janice Hampton Senior Public Service Administrator Department of
Employment Security

Request for hearing filed: May 15, 2003

RESULTS: Motion to Dismiss filed with Commission by Respondent's attorney on June 25, 2003, stating settlement has been reached. Case closed by letter dated June 26, 2003.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?

VII. APPEALS DENIED

DISCHARGE

Maria I. Garcia

On June 24, 2003, the Commission received a letter from Maria I. Garcia requesting a hearing concerning her discharge from the Department of Children and Family Services. The Personnel Code and Rules require than an employee file a request for hearing no later than 15 days after receipt of the approved charges for discharge. Staff investigation disclosed that Ms. Garcia received such charges on April 10, 2003, but her request was not deposited in the United States mail until June 21, 2003, 72 days following service of the charges. Therefore, Ms. Garcia was advised by letter dated June 25, 2003 that the Commission is without jurisdiction to grant her a hearing.

ALLOCATION

Marc A. Beeley

On June 30, 2003, the Commission received a letter from Marc A. Beeley requesting a hearing concerning the allocation of his position with the Department of Revenue. The Commission Rules require that before an employee can file an appeal with the Commission, the matter must be signed off by union and management through the 4A grievance process or a second review must be completed by Central Management Services. Neither process had been completed in this matter. Therefore, Mr. Beeley was advised by letter dated June 30, 2003 that the Commission cannot accept his appeal at this time and, therefore, the appeal is denied.

DOES THE COMMISSION CONCUR WITH THE STAFF DECISIONS IN THE ABOVE MATTERS?

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VIII. COURT DECISIONS ON ADMINISTRATIVE REVIEW

Circuit Court, Cook County

Mark Thompson v. Civil Service Commission and Illinois Department of Professional Regulation (02 CH 6524)

This matter was remanded back to the Civil Service Commission by Judge Arnold by Memorandum Opinion and Order entered on June 27, 2003, for the limited purpose of determining whether Plaintiff's transfers were politically motivated.

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>No. of Exempt Positions</u>
Aging.....	107.....	6
Agriculture	660.....	12
Arts Council	20.....	1
Banks and Real Estate	267.....	2
Central Management Services.....	1,189.....	29
Children and Family Services	3,487.....	30
Commerce & Econ. Opportunity.....	475.....	43
Corrections	14,084.....	101
Deaf and Hard of Hearing Comm.	8.....	1
Developmental Disabilities Council..	14.....	1
Elections Board	50.....	1
Emergency Management Agency ...	113.....	1
Employment Security	1,875.....	15
Environmental Protect. Agency ...	1,142.....	5
Financial Institutions	86.....	4
Guardianship and Advocacy	117.....	6
Historic Preservation Agency.....	266.....	2
Human Rights Commission.....	10.....	2
Human Rights Department.....	138.....	6
Human Services.....	15,627.....	49
Industrial Commission	152.....	8
Insurance	334.....	6
Investment Board	4.....	1
Labor	84.....	7
Labor Relations Board Educational ...	22.....	2
Labor Relations Board State.....	24.....	2
Law Enforce. Trng. & Standard Bd. ..	25.....	1
Medical District Commission.....	5.....	1
Natural Resources	1,770.....	26
Pollution Control Board	28.....	3
Professional Regulation.....	261.....	8
Property Tax Appeal Board.....	39.....	2
Public Aid.....	2,351.....	15
Public Health	1,134.....	17
Revenue.....	2,304.....	41
State Fire Marshal	126.....	4
State Police	1,541.....	5
State Police Merit Board	5.....	1
State Retirement System	78.....	1
Veterans Affairs	1,127.....	3
 TOTALS.....	 51,149.....	 471

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
 1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Department of Transportation - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Timothy Martin of the Department of Transportation has requested 4d(3) policy exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-23-40-000-00-01
Division:	Office of Finance and Administration
Incumbent:	Vacant
Supervisor:	Randy Vereen
Location:	Cook County

This position reports to the Director of Finance and Administration and will be administratively responsible for the development and implementation of all human resources policies, procedures and guidelines between the Department of Transportation, Central Management Services and the Governor's Office and designated state agencies.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Martin and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Subject: SPSA (40070-23-40-000-00-01) Establishment

Attached is a request for the establishment of a Senior Public Service Administrator with a 4d(3) exemption.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

This position performs policy formulation responsibilities in coordinating efforts in the development and implementation of all human resources policies, procedures and guidelines between DOT, CMS, the Governor's Office, and designated state agencies. S/He researches human resources policy issues to determine feasibility and ramifications of implementation of policies. This position serves as departmental spokesperson with commitment authority to effect policy implementations.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-23-40-000-00-01
Division: Office of Finance and Administration
Incumbent: Vacant
Supervisor: Randy Vereen
Location: Cook County

D. Department of Human Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Secretary Carol L. Adams of the Department of Human Services has requested 4d(3) exemption of the following position:

Position Title: Medical Administrator V
Position Number: 26406-10-76-000-00-01
Division: Office of Mental Health
Incumbent: Vacant
Supervisor: Secretary, Dept. of Human Services
Location: Cook

This position reports directly to the Secretary of the Department of Human Services and serves as Chief of Staff of Medical and Clinical Services. This

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

position develops, implements, reviews, monitors and evaluates all medical and clinical policies, procedures, and practices utilized or proposed for utilization in the Department. This position serves in the capacity of the Secretary with respect to medical and clinical decisions affecting clients and facility residents of the Department. This position represents the Secretary and the Department before the legislature and general public in medical and clinical matters.

Considering the reporting relationship and the fact that this position develops, implements, reviews, monitors and evaluates all medical and clinical policies, procedures and practices utilized or proposed for utilization in the Department, I agree with Secretary Adams and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is establishing a Medical Administrator V in the Office of Mental Health which will report to the Secretary of the Department of Human Services. The Medical Administrator V will oversee and direct the operations of the Mental Health Centers. In addition, will serve as liaison with community operations and other bureaus to coordinate services to all recipients. As such, this individual will be responsible for developing, initiating and approving agency policy and will serve on my immediate executive management team.

Therefore, I am requesting that the position of Medical Administrator V of the Office of Mental Health be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

END OF COPY

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Medical Administrator V
Position Number: 26406-10-76-000-00-01
Division: Office of Mental Health
Incumbent: Vacant
Supervisor: Secretary, Dept. of Human Services
Location: Cook

E. Department of Children & Family Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children and Family Services has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-16-05-000-00-01
Division: Affirmative Action
Incumbent: Vacant
Supervisor: Director Samuels
Location: Cook

This position reports directly to the Director and develops policies and procedures regarding Affirmative Action issues for the Department of Children and Family Services. Additionally, this position represents the Director on all matters related to affirmative action with government officials, other state agencies, community organizations and the general public.

Considering the reporting relationship, and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Director Samuels and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, together with the agency's letter of request and organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

END OF COPY

COPY

Dear Director Rumman:

I am requesting that the position of Affirmative Action Chief of the Affirmative Action Division for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Affirmative Action Chief and will serve as a policy-formulating administrator for affirmative action issues for the Department, developing policies and procedures to implement long-term strategic goals associated with the affirmative action program and planning programmatic agency initiatives mandated by the Director. Furthermore, this position will serve as spokesperson on behalf of the Director and the Department on all matters related to affirmative action in all levels of interaction with government officials, other state agencies, community organizations and the general public. Reporting directly to the Director of the Department, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to affirmative action issues as well as advice and counsel regarding Department operations and initiatives.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and an organization chart.

Your assistance in reviewing and forwarding this position to the Civil Service Commission for exemption review is appreciated.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-05-000-00-01
Division:	Affirmative Action
Incumbent:	Vacant
Supervisor:	Director Samuels
Location:	Cook

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

F. Department of Corrections - Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Robert E. Walker, Jr. of the Department of Corrections has requested 4d(3) exemption of the following positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-29-00-000-10-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook

Position Title: Senior Public Service Administrator
Position Number: 40070-29-02-000-00-02
Division: Support Services
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

The Senior Public Service Administrator 40070-29-00-000-10-01 is the Special Assistant to the Director. This position reports to the Director and will conduct and prepare special projects and reports. In addition to these special project duties, this position will create and implement policies concerning the areas of Statewide Recruitment, Affirmative Action, Agency Voluntary Programs and Victim Services. The Special Assistant will speak on behalf of the Director on issues, concerns and situations involving the Agency.

The Senior Public Service Administrator 40070-29-02-000-00-02 is the Deputy Director of Support Services. This position reports to the Director and will formulate, develop and implement policy for several major areas of the Agency - Jail/Detention Standards, School District #428, Correctional Industries, Agency Food Services, Transfer Coordinator, Canine Unit, Chief of Investigations/Intelligence, Staff Development & Training, Chaplain and Substance Abuse programs.

Considering the reporting relationship and the fact that the positions are responsible for representing the Director of the agency in the interpretation of

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

programs and policies, I agree with Director Walker and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization charts.

If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

This letter is to request the approval and forward to the Civil Service Commission the 4d(3) exempt status of two Senior Public Service Administrator positions for the Illinois Department of Corrections.

The Special Assistant to the Director will report to the Director and will conduct and prepare special projects and reports. In addition to these special project duties, this position will create and implement policies concerning the areas of Statewide Recruitment, Affirmative Action, Agency Volunteer Program and Victim Services. This Special Assistant will speak on behalf of the Director on issues, concerns, and situations involving the Agency.

The Deputy Director of Support Services will report to the Director and will formulate, develop and implement policy for several major areas of the Agency. Jail/Detention Standards, School District #428, Correctional Industries, Agency Food Services, Transfer Coordinator, Canine Unit, Chief of Investigations/Intelligence, Staff Development & Training, Chaplain and Substance Abuse programs are the key program areas. Additionally, this position will develop and implement policies and procedures.

The position descriptions of these two Senior Public Service Administrators and the organizational charts depicting their subordinate programs are attached to assist you in your review.

If you have any questions regarding this request, please contact Jim Underwood at 217-522-2666.

END OF COPY

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-29-00-000-10-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook

Position Title: Senior Public Service Administrator
Position Number: 40070-29-02-000-00-02
Division: Support Services
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

G. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-00-000-14-06
Division: Office of Internal Audits
Incumbent: Vacant
Supervisor: Director
Location: Sangamon

This position serves as the Chief Internal Auditor, developing, directing and implementing a comprehensive statewide internal audit program for the Governor and all State agencies, boards and commissions. Directs consolidation of their internal audit functions; responsible for the development of the State of Illinois Annual Audit Plan to consults with State agency administrators in the development and implementation phases of the consolidation, serving as official spokesperson for the Director of Central Management Services and the governor with full authority to commit Office resources and to discuss on-going audit

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

issues. Coordinates an external audit function to ensure proper coverage and minimize duplication of efforts; ensures that internal audit resources are appropriate, sufficient and effectively deployed to achieve the approved audit plan.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Internal Personnel Office, at 782-7638.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-14-06
Division:	Office of Internal Audits
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

H. Department of Employment Security - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Russell of the Department of Employment Security has requested 4d(3) exemption of two positions.

The first position reports to the Director. As the manager, this position will formulate policy, initiate and implement broad administrative programs and long-range plans, goals and objectives for Field Operations. This position will participate in the development, establishment and revision of agency policies, rules and regulations affecting Field Operations. Additionally, this position will serve as the Agency spokesperson in matters regarding Field Operations.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-44-50-000-00-51
Division: Field Operations
Incumbent: Roderick Nunn
Supervisor: Director Russell
Location: Sangamon County

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and recommend 4d(3) exemption.

The second position reports to the Director. As the manager, this position will formulate policy, initiate and implement broad administrative programs and long-range plans and goals and objectives for the Revenue Program. This position will participate in the development, establishment and revision of Agency policies, rules and regulations affecting the Revenue Program. Additionally, this position will serve as the Agency spokesperson in matters regarding the Revenue Program.

Position Title: Senior Public Service Administrator
Position Number: 40070-44-70-000-00-01
Division: Revenue
Incumbent: Santiago Diaz
Supervisor: Director Russell
Location: Cook County

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Russell and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position descriptions, agency letter of request and organization charts. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

Senior Public Service Administrator 40070-44-50-000-00-51

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

This position acts as a policy formulating manager, plans, develops, organizes, controls and evaluates the activities of Field Operations; through subordinate managerial staff sets policy and procedures for the Office; establishes program objectives, develops long-range plans and monitors progress toward accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs and functions; serves as agency spokesperson on Field Operations matters.

The attached position description and organizational chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of July 1, 2003.

If you have any questions, please contact Mr. Timothy Walker, Human Resource Manager, at 312-793-9695.

Thank you for your assistance in this matter.

END OF COPY

COPY

Dear Director Rumman:

As provided in Section 4d(3) of the Personnel Code, I am proposing exemption of the following position:

Senior Public Service Administrator 40070-44-70-000-00-01

This position acts as a policy formulating manager, plans, develops, organizes, controls and evaluates the activities of the Revenue Program; through subordinate managerial staff sets policy and procedures for the Office; establishes program objectives, develops long-range plans and monitors progress toward accomplishing goals; directs research studies of organizational and administrative procedures requiring flexibility and knowledge of multi-divisional operational programs and functions; serves as agency spokesperson on Revenue Program matters.

The attached position description and organizational chart(s) will depict the duties, responsibilities and placement of the position in the organizational structure. I am requesting an effective date of July 1, 2003.

If you have any questions, please contact Mr. Timothy Walker, Human Resource Manager, at 312-793-9695.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-44-50-000-00-51
Division: Field Operations
Incumbent: Roderick Nunn
Supervisor: Director Russell
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-44-70-000-00-01
Division: Revenue
Incumbent: Santiago Diaz
Supervisor: Director Russell
Location: Cook County

I. Department of Human Services - Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Secretary Adams has requested 4d(3) exemption of three positions.

The first position reports to the Chief Operations Officer that is currently 4d(3) exempt and reports directly to the Secretary. As the manager, this position will formulate and implement policy that has statewide impact. This position will oversee and manage all aspects of the Office of Facility Administration. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services and will serve on my immediate executive management team. As such, this position will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-000-00-01
Division: Office of Facility Administration
Incumbent: Pat Lonski
Supervisor: Jerome Butler, Chief Operations Officer
Location: Sangamon

Considering the scope and nature of the policy responsibilities of this position and the similarity to comparable positions that have recently been exempted by the Civil Service Commission, I agree with Secretary Adams and recommend 4d(3) exemption of this position.

The next two positions outlined below report to the position cited above. This second position will oversee all aspects of the Bureau of Administrative Services.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-100-00-01
Division: Office of Facility Administration
Incumbent: Matthew Magalis
Supervisor: Pat Lonski
Location: Sangamon

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The third position will oversee and manage all aspects of the Bureau of Facility Operations.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-200-00-01
Division: Vacant
Incumbent: Office of Facility Administration
Supervisor: Pat Lonski
Location: Cook

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

To facilitate your staff's review, I have enclosed copies of the position descriptions, agency letter of request and organization charts. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Manager, Office of Facility Administration, be made 4d(3). This position reports to the Chief Operations Officer which is currently 4d(3) and reports directly to the Secretary. As the Manager, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the Office of Facility Administration. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services, and will serve on my immediate executive management team. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting that the position of Manager, Office of Facility Administration for the Department of Human Services, be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Manager, Bureau of Administrative Services, Office of Facility Administration, be made 4d(3). As the manager, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the Bureau of Administrative Services. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of contract services, procurement, administrative account, fleet management, travel and

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

inventory and record management. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting that the position of Manager, Bureau of Administrative Services, Office of Facility Administration for the Department of Human Services be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Manager, Bureau of Facility Operations, Office of Facility Administration, be made 4d(3). As the Manager, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the Bureau of Facility Operations. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of building and property management, facility maintenance and management, department space needs, leasing and property agreements and contracts, and printing services. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting that the position of Manager, Bureau of Facility Operations, Office of Facility Administration for the Department of Human Services be excluded from the Personnel code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

END OF COPY

WILL THE COMMISSION GRANT THE REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-000-00-01
Division: Office of Facility Administration
Incumbent: Pat Lonski
Supervisor: Jerome Butler, Chief Operations Officer
Location: Sangamon

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-100-00-01
Division: Office of Facility Administration
Incumbent: Matthew Magalis
Supervisor: Pat Lonski
Location: Sangamon

Position Title: Senior Public Service Administrator
Position Number: 40070-10-10-200-00-01
Division: Vacant
Incumbent: Office of Facility Administration
Supervisor: Pat Lonski
Location: Cook

J. Department of Children & Family Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children & Family Services has requested 4d(3) exemption of the following position:

Position Title: Public Service Administrator
Position Number: 37015-16-23-400-10-99
Division: External Affairs
Incumbent: Vacant
Supervisor: 37015-16-23-400-00-99
Location: Cook County

This position reports to the Chief of the Office of Latino Services, which at this time is being reviewed for a 4d(3) position. This position formulates and implements policy and procedures for Latino educational services and expansion of resources.

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not find this position meets the reporting criteria of Commission Rule 1.142 or possesses principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out. Accordingly, I do not recommend that 4d(3) exemption be extended to this position.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting that the position of Assistant Chief of Latino Services of the External Affairs Division for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Assistant Chief of Latino Services and will serve as a policy-formulating administrator for Latino services and issues, specifically relating to the development of educational services to Latino children and for the expansion and enhancement of resources for Latino clients of the Department. This position will develop policies and procedures to implement long-term strategic goals associated with the Latino educational services and expansion of resources. Furthermore, this position will serve as the Department's spokesperson on behalf of the Director and the Department on resources and educational matters for Latino children and clients in all levels of interaction with government officials, community organizations and the general public. Reporting to the Chief of Latino Services of the External Affairs Division, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to Latino educational services and resources, as well as advice and counsel regarding Department operations and initiatives.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and before and after organizational charts.

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Your assistance in reviewing and forwarding this position to the Civil Service commission for exemption review is appreciated.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Public Service Administrator
Position Number: 37015-16-23-400-10-99
Division: External Affairs
Incumbent: Vacant
Supervisor: 37015-16-23-400-00-99
Location: Cook County

K. Department of Agriculture - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Charles A. Hartke of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-11-01-700-00-01
Division: Executive Office
Incumbent: Vacant
Supervisor: Director of Agriculture
Location: Springfield

Position Title: Senior Public Service Administrator
Position Number: 40070-11-03-000-00-01
Division: Executive Office
Incumbent: Vacant
Supervisor: Director of Agriculture
Location: Springfield

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Both of the positions listed above report directly to the Director. The first position directs and administers policies and procedures affecting the Department of Agriculture's Grants-In-Aid programs. With full authority of the Director, develops policies and procedures to implement revisions of laws, rules and regulations. Additionally, this position analyzes the laws and rules that govern these programs and initiates new and/or revised laws, rules and regulations for the Department. The second position directs, administers and interprets the Department's policies, programs, objectives and procedures affecting the Department's Bureau of Public Information. On behalf of the Director, develops and implements the Department's statewide media and public relations information programs.

Considering the reporting relationships and the fact that the positions administer policies and procedures for the assigned area, I agree with Director Hartke and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administrator Opt. 2 (40070-11-01-700-00-01), as provided in Section 4d(3) of the Personnel Code.

This position reports directly to the Director of Agriculture. It directs and administers Grants-In-Aid programs, policies and procedures for the Department. The position acts in full authority for the Director with developing and formulating of the Department of Agriculture Grants-in-Aid budget.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

If additional information is needed, please contact James A. Shupenus, Jr. at 217/785-5099.

Thank you for your assistance in this matter.

END OF COPY

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Director Rumman:

We are proposing the exemption of a current Senior Public Service Administrator Opt. 1 (40070-11-03-000-00-01), as provided in Section 4d(3) of the Personnel Code.

This position reports directly to the Director of Agriculture. It directs, administers and interprets Agency policies, programs, objectives and procedures affecting the Department's Bureau of Public Information. The position acts in full authority for the Director with developing and implementing the Department of Agriculture Media and public relations statewide information programs.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-11-01-700-00-01
Division: Executive Office
Incumbent: Vacant
Supervisor: Director of Agriculture
Location: Springfield

Position Title: Senior Public Service Administrator
Position Number: 40070-11-03-000-00-01
Division: Executive Office
Incumbent: Vacant
Supervisor: Director of Agriculture
Location: Springfield

L. Department of Children & Family Services - Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children & Family Services has requested 4d(3) exemption of the following established positions:

Position Title: Public Service Administrator
Position Number: 37015-16-23-400-00-99
Division: External Affairs
Incumbent: Vacant
Supervisor: Bamani Obadele
Location: Cook County

Position Title: Public Service Administrator
Position Number: 37015-16-23-500-00-01
Division: External Affairs
Incumbent: Vacant
Supervisor: Bamani Obadele
Location: Cook County

These positions report to the Deputy Director of External Affairs, which is a 4d(3) position. These positions formulate and interpret agency policy and procedures.

These positions do not meet the reporting criteria of Commission Rule 1.142, nor do they direct programs defined by statute, have the authority to develop policies that bind the agency, execute policies which fix objectives or state the principles to control operating objectives of one or more divisions subject to review or reversal only by the Director, serve as a legislative liaison integrating plans and projections of the Agency's work programs, or as the Chief Public Information Officer for the agency. Therefore, I cannot agree with Director Samuels and cannot recommend these positions for 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position descriptions, together with the agency's letters of request and organizational chart. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Director Rumman:

I am requesting that the position of Chief of African-American Affairs of the External Affairs Division for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Chief of African-American Affairs and will serve as a policy-formulating administrator for African-American services and issues for the Department, developing policies and procedures to implement long-term strategic goals associated with the African-American services and issues. Furthermore, this position will serve as the Department's representative to the Governor's Office on African-American affairs and overall spokesperson on behalf of the Director and the Department on all matters related to African-American issues in all levels of interaction with government officials, community organizations and the general public. Reporting directly to the Deputy Director of the External Affairs Division, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to African-American services and issues, as well as advice and counsel regarding Department operations and initiatives.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and before and after organizational charts.

Your assistance in reviewing and forwarding this position to the Civil Service Commission for exemption review is appreciated.

END OF COPY

COPY

Dear Director Rumman:

I am requesting that the position of Chief of Latino Services of the External Affairs Division for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Chief of Latino Services and will serve as a policy-formulating administrator for Latino services and issues for the

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Department, developing policies and procedures to implement long-term strategic goals associated with the Latino services and issues. Furthermore, this position will serve as the Department's representative to the Governor's Office on Latino affairs and overall spokesperson on behalf of the Director and the department on all matters related to Latino issues in all levels of interaction with government officials, community organizations and the general public. Reporting directly to the deputy Director of the External Affairs Division, the incumbent will exercise considerable decision-making latitude and independence with respect to the establishment, development and implementation of agency policy relating to Latino services and issues, as well as advice and counsel regarding Department operations and initiatives.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and before and after organizational charts.

Your assistance in reviewing and forwarding this position to the Civil Service Commission for exemption review is appreciated.

WILL THE COMMISSION GRANT THE REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title:	Public Service Administrator
Position Number:	37015-16-23-400-00-99
Division:	External Affairs
Incumbent:	Vacant
Supervisor:	Bamani Obadele
Location:	Cook County

Position Title:	Public Service Administrator
Position Number:	37015-16-23-500-00-01
Division:	External Affairs
Incumbent:	Vacant
Supervisor:	Bamani Obadele
Location:	Cook County

M. Department of Human Services - Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Chairman Richards:

Secretary Adams has requested 4d(3) exemption of four positions.

The first position reports to the Chief Operations Officer that is currently 4d(3) exempt and reports directly to the Secretary. As the manager, this position will formulate and implement policy that has statewide impact. This position will oversee and manage all aspects of the Office of Contract Administration. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services and will serve on my immediate executive management team. As such, this position will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-000-00-01
Division:	Office of Contract Administration
Incumbent:	David Hanbury
Supervisor:	Jerome Butler
Location:	Sangamon

Considering the scope and nature of the policy responsibilities of this position and the similarity to comparable positions that have recently been exempted by the Civil Service Commission, I agree with Secretary Adams and recommend 4d(3) exemption of this position.

The next three positions outlined below report to the position cited above. The first of these three positions serves as a manager, and will oversee all aspects of the Bureau of Obligation Management.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-100-00-01
Division:	Office of Contract Administration
Incumbent:	Sally Hardwick
Supervisor:	David Hanbury
Location:	Chicago

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal and administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The second of the three will oversee and manage all aspects of the Bureau of Facility Operations.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-200-00-01
Division: Bureau of Policy and Review
Incumbent: Vacant
Supervisor: David Hanbury
Location: Cook

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The last of the three is responsible for activities in conducting a comprehensive program of fiscal and administrative compliance monitoring of grants and contracts with community service providers for the entire Department.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-300-00-01
Division: Bureau of Contract Compliance
Incumbent: Vacant
Supervisor: David Hanbury
Location: Cook

I do not find the position meets the criteria of Commission Rule 1.142 or possesses principal administrative responsibility or determination of policy for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

To facilitate your staff's review, I have enclosed copies of the position descriptions, agency letter of request and organization charts. If additional information is required, please contact Marianne Armento, Division Manager, at 782-5601 in the Division of Technical Services.

END OF COPY

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Manager, Office of Contract Administration, be made 4d(3). As the manager, this position will formulate and implement policy which has statewide impact. This position will oversee and manage all aspects of the contract administration for the Department of Human Services. In addition, this position will serve as liaison with other Offices and Bureaus in order to coordinate functions and services of the contract administration, vendors, and others doing business with the Department. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting that the position of Manager, Office of Contract Administration, for the Department of Human Services be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Bureau Chief for Bureau of Obligation, Office of Contract Administration, be made 4d(3). As the Bureau Chief, this position will formulate and implement policy which has statewide impact. This position is responsible for activities and functions relevant to the filing of DHS contracts, grants, and all other obligations, amendments, and modifications for the Department. In addition, this position will serve as liaison with other state agencies, Office of the Comptroller, independent audit firms, and community service provider agencies, and areas of DHS in order to coordinate functions and services of the contract administration statewide. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting the position of Bureau Chief, Bureau of Obligation, Office of Contract Administration for the Department of Human Services, be

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

excluded from the Personnel code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Bureau Chief for Bureau of Policy and Review, Office of Contract Administration, be made 4d(3). As the Bureau Chief, this position will formulate and implement policy which has statewide impact. This position is responsible for activities and functions relevant to the policy and procedure development for procurement activity under the Illinois Procurement Code. In addition, this position will serve as Assistant State Purchasing Officer for all Professional and Artistic procurements, bid protests and requests for exemption from the Illinois Procurement Code. As such, this individual will be responsible for formulating primary program policy and policy guidelines for administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting the position of Bureau Chief, Bureau of Policy and Review, Office of Contract Administration for the Department of Human Services, be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

END OF COPY

COPY

Dear Director Rumman:

The Department of Human Services is requesting the Bureau Chief for Bureau of Contract Compliance be made 4d(3). As the Bureau Chief, this position will formulate and implement policy which has statewide impact. This position is responsible for activities in conducting a comprehensive program of fiscal and administrative compliance monitoring of grants and contracts with community service providers for the entire Department. As such, this individual will be responsible for formulating primary program policy and policy guidelines for

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

administration and delivery of programs in Illinois, and the Department of Human Services.

Therefore, I am requesting the position of Bureau Chief, Bureau of Contract Compliance, Office of Contract Administration for the Department of Human Services, be excluded from the Personnel Code and be granted 4d(3) exempt status. I have attached a copy of the position description for your review.

Thank you for your attention to this request.

WILL THE COMMISSION GRANT THE REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-000-00-01
Division: Office of Contract Administration
Incumbent: David Hanbury
Supervisor: Jerome Butler
Location: Sangamon

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-100-00-01
Division: Office of Contract Administration
Incumbent: Sally Hardwick
Supervisor: David Hanbury
Location: Chicago

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-200-00-01
Division: Bureau of Policy and Review
Incumbent: Vacant
Supervisor: David Hanbury
Location: Cook

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-300-00-01
Division: Bureau of Contract Compliance
Incumbent: Vacant
Supervisor: David Hanbury
Location: Cook

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

N. Department of Public Health - Proposed Exemptions

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Eric E. Whitaker of the Department of Public Health has requested 4d(3) exemption of the following three positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-62-000-00-01
Division:	Women's Health - Technical Support
Incumbent:	Janet Costello
Supervisor:	Sharon Green
Location:	Sangamon County

This position reports to the Chief of the Office of Women's Health, which is a 4d(3) position. I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out. Considering the organizational placement for the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The second of the three will oversee and manage all aspects of the Office of Human Resources:

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-01-040-10-81
Division:	Human Resources
Incumbent:	Vacant
Supervisor:	Quinshaunta Golden
Location:	Cook County

This position reports to the Chief Operating Officer, which is a 4d(3) position. I do not find the position meets the reporting criteria of Commission Rule 1.142 or possesses principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which the policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

The last of the three reports to the Deputy Director of Human Resources and manages the Division of Human Resources, which develops and implements overall policies and procedures for the Training and Resource Center, personnel and Labor Relations Section, Employee Services Unit and Organizational Improvement Unit.

Position Title:	Senior Public Service Administrator
Position Number:	40070-20-12-000-00-01
Division:	Human Resources
Incumbent:	Gina Swehla
Supervisor:	Vacant
Location:	Sangamon County

I do not find the position meets the reporting criteria of commission Rule 1.142 or possesses principal administrative responsibility to the determination of policy or principal administrative responsibility for the way in which policies are carried out. Considering the organizational placement of the position, the limitations on the nature and scope of its duties and responsibilities, and the status of comparable existing positions, I do not recommend that 4d(3) exemption be extended to this position.

To facilitate your staff's review, I have enclosed copies of the subject positions, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

Attached are the clarifications for forty-six Senior Public Service Administrators, and one Public Service Administrator, which serve as top-level managerial positions. These positions are vested with major policy responsibilities and development for this agency's efforts regarding Illinois' overall public health. These positions are responsible for incorporating federal policies into statewide programs, assuring federal guidelines are met. In addition, the positions coordinate legislative issues for each Office and Division that relate to the policies and procedures specific to the complex issues of that particular program.

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

Since these positions are vested with such major policy responsibilities, I am requesting that they be considered for 4d(3) exemption, under Commission Rule 11, Jurisdiction B Exemptions. I have attached a complete listing of the positions for which policy exemptions are being requested. An overview organizational chart is also included for your review.

If additional information is needed by your staff, please have then contact Gina Swehla, at 217/785-2031. Your attention to this matter will be appreciated.

END OF COPY

WILL THE COMMISSION GRANT THE REQUESTS FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-20-62-000-00-01
Division: Women's Health - Technical Support
Incumbent: Janet Costello
Supervisor: Sharon Green
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-01-040-10-81
Division: Human Resources
Incumbent: Vacant
Supervisor: Quinshaunta Golden
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-20-12-000-00-01
Division: Human Resources
Incumbent: Gina Swehla
Supervisor: Vacant
Location: Sangamon County

O. Department of Corrections - Proposed Exemption

The following request was continued at the June, 2003 meeting until July, 2003.

The following recommendation and supporting materials were received from the Director of Central Management Services.

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

COPY

Dear Chairman Richards:

Acting Director Donald N. Snyder, Jr. of the Department of Corrections has requested 4d(3) exemption of the following position:

Position Title:	Public Service Administrator
Position Number:	37015-29-00-200-11-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	40070-29-00-200-00-01
Location:	Sangamon County

This position reports to the Chief of the Office of Communications, which is a 4d(3) position. This position formulates and interprets agency policy and procedures.

This position does not meet the reporting criteria for a 4d(3) exempt position. In addition, while the position formulates and interprets agency policy and procedures, it is specific to the Office of Communication. It does not direct programs defined by statute. Therefore, I cannot agree with Acting Director Snyder and cannot recommend this position for 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

This letter is to request that you approve and forward to the Civil Service Commission a request for 4d(3) exempt status of the Public Service Administrator in the Office of Communications for the Illinois Department of Corrections.

The position will speak on behalf of the Department to the media and general public regarding critical issues and agency policy. Additionally, this position will formulate and interpret agency policy and procedures. The position currently

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

reports to the Chief of the Office of Communications, Sr. Public Service Adm., #40070-29-00-200-00-01, which is 4d(3).

To assist you in your review, the position description and an organizational chart are attached.

If you have any questions regarding this request, please contact Barbara Hamilton at 217-522-2666.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Public Service Administrator
Position Number:	37015-29-00-200-11-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	40070-29-00-200-00-01
Location:	Sangamon County

P. Department of Employment Security - Proposed Exemption

The following request was continued at the June, 2003 meeting until July, 2003.

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Russell of the Illinois Department of Employment Security has requested 4d(3) policy exemption of the following position.

Position Title:	Public Service Administrator
Position Number:	37015-44-00-101-00-35
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Russell
Location:	Cook County

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

As Administrator of the Director's Office of Community Relations, this position will develop, coordinate, implement and review program and policies for the agency administrative offices statewide on behalf of the Director. This position will serve as a member of the Director's Executive Staff in the consideration of all policy revision and critical issues that have an agency-wide impact. Additionally, this position will serve as the official spokesperson for the director with the Office of the Governor, the legislature and other elected officials, state, local and county leaders possessing full authority to commit resources on behalf of the Director.

Considering the reporting relationship directly to the Secretary and comparable to other program policy exemptions, I agree with Director Russell and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and organization charts. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

I am proposing the exemption of a new Senior Public Service Administrator, as provided in Section 4d(3) of the Personnel Code.

This position involves a variety of non-recurring sensitive and controversial administrative duties and reports directly to the Director of the Department of Employment Security. This position translates orally and in writing for Spanish speaking individuals, supervises other individuals, acts with the full authority of the Director as official spokesperson and performs outreach to the legislature, the media, other state agencies, state, local, county leaders, and community organizations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

Thank you for your assistance in this matter.

END OF COPY

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Public Service Administrator
Position Number: 37015-44-00-101-00-35
Division: Director's Office
Incumbent: Vacant
Supervisor: Director Russell
Location: Cook County

Q. Department of Human Services - Proposed Exemption

The following request was continued at the June, 2003 meeting until July, 2003.

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Secretary Adams of the Department of Human Services has requested 4d(3) exemption of the following position.

The final position does not meet the reporting criteria of the Commission's Rules, but does report to the Metro North Network Administrator and serves as the Coordinator for Housing Services.

Position Title: Senior Public Service Administrator
Position Number: 40070-10-76-960-00-01
Division: Office of Mental Health and Developmental Disabilities Services
Incumbent: Renee Rose
Supervisor: SPSA (40070-10-76-000-00-01)
Location: Cook County

Considering the sensitivity of the program administered and the position's liaison responsibilities, I agree with Secretary Adams and recommend consideration of 4d(3) exemption of this position.

To facilitate your staff's review of this position, I have enclosed a copy of the subject position, together with the agency's letter of request and pertinent

July 17, 2003

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

organizational charts. If additional information is required, please contact Marianne Armento, Manager, Division of Technical Services, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

Enclosed for your review is a CMS 104 which the Department of Human Services has determined to be an exempt position. Because this position serves as policy-making official, participates in determining policy, etc., the Department feels this position should be exempt from the Personnel Code as 4d(3) position. Upon your review and determination that this position could be granted the 4d(3) exemption, the Department of Human Services will prepare the necessary paperwork in order to effect this change.

Thank you for your attention to this request.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-76-960-00-01
Division:	Office of Mental Health and Developmental Disabilities Services
Incumbent:	Renee Rose
Supervisor:	SPSA (40070-10-76-000-00-01)
Location:	Cook County

July 17, 2003

X. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of June 30, 2003.

	<u>5/31/03</u>	<u>6/30/03</u>
Agriculture	4	5
Central Management Services	2	1
Corrections	1	1
Employment Security	1	1
Historic Preservation	1	3
Human Services	3	3
Labor Relations Board Educ.	1	1
Lottery	0	1
Natural Resources	21	25
Professional Regulation	3	0
Public Health	4	4
State Police	1	1
State Retirement Systems	1	1
Transportation	1	1
Veterans Affairs	<u>1</u>	<u>1</u>
	45	49

XI. APPEALS PENDING DECISION

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Keenan Williams	Office Assistant	Central Management Services

CHARGES: Failure to abide by CMS Rules & Regulations; incompetence; unauthorized absence, excessive absenteeism, or tardiness; conduct unbecoming a CMS employee.

Request for hearing filed: July 22, 2002

Hearing held: April 14, 2003

WHAT IS THE DECISION OF THE COMMISSION?

July 17, 2003

XII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, August 21, 2003 at 9:00 a.m. in the Commission's Chicago Office.

XIII. MOTION TO ADJOURN